

## Memorandum

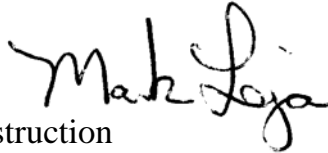
*Flex your power!  
Be energy efficient!*

**To:** DEPUTY DISTRICT DIRECTORS, Construction  
DEPUTY DIVISION CHIEF, Structure Construction  
CONSTRUCTION MANAGERS  
SENIOR CONSTRUCTION ENGINEERS  
RESIDENT ENGINEERS

**Date:** October 21, 2008

**File:** Division of Construction  
CPD 08-11

**From:** MARK LEJA  
Chief  
Division of Construction



**Subject:** Construction Claims Information System

Districts are responsible for populating and updating the Construction Claims Information System (CCIS) database. This includes ensuring that event codes and dates are current and correct. Project claims information should be maintained and must be completed by the 15th of each month to ensure the reliability of the Monthly Construction Claims Report. The Monthly Construction Claims Report is a status report of each district's claims performance during the month. The report is expected to be published by the Division of Construction the first day of the following month.

Districts may consult with the Division of Construction Contract Administration support specialist or construction claims engineer regarding CCIS database requirements and usage.

Attached is a list of the claim-relevant uniform CCIS event codes, their definitions, and the milestone date that must be updated by the district.

If you have any questions or comments regarding this procedure, please contact Ronald Bacani, Construction Claims Engineer at (916) 654-4452 or [ronald\\_bacani@dot.ca.gov](mailto:ronald_bacani@dot.ca.gov).

Attachment